

FEDERAL PROPERTY MANAGEMENT REGULATIONS  
(AMENDMENT NO. B-8, FEBRUARY 1967) 1105

SUBPART 101-11.2 CREATION OF RECORDS

101-11.202-2(b)

Subpart 101-11.2—Creation of  
Records

§ 101-11.200 Scope of subpart.

(a) Sections 505 and 506 of the Federal Records Act of 1950 (44 U.S.C. 395, 396) place upon the Administrator of General Services and the heads of Federal agencies responsibility for the development and implementation of standards and programs for the economical and efficient management of Federal records. Specifically, the Act requires that each Federal agency provide for effective controls over the creation of records, including the making of records containing adequate and proper documentation of agency administration and operations.

(b) Effective controls over records creation must encompass all types of records at all levels of organization, central office and field. Specifically, there are four types of records which require continuing attention. These types—correspondence, reports, forms, and directives—are common to all agencies. Generally these records are created on sheets of paper, but they may also appear on punch cards, film, tape, and other media.

§ 101-11.201 General provisions.

§ 101-11.201-1 Agency action.

(a) The head of each Federal agency, in meeting the requirements of section 506 of the Federal Records Act of 1950 for controlling the creation of records, is expected to observe the program responsibilities and standards set forth in this Subpart 101-11.2. These responsibilities and standards are basic to the Government-wide control of records creation; however, the application of the program responsibilities by individual agencies may be influenced by factors such as agency size, organization, mission, and paperwork activity.

(b) Each Federal agency is expected to:

(1) Assign to an office(s) of the agency the responsibility for the development and implementation of agencywide management programs for correspondence, reports, forms, ADP records, and directives and for adequate and proper documentation. When organization arrangement, size, or complexity requires, actual control may be established at bureau, service, or office level. Programs at these control points

will operate within the framework of the overall agency plan.

(2) Issue a directive(s) establishing program objectives, responsibilities, and authorities. A copy of each directive issued (and subsequent amendments or supplements) should be readily available for inspection by the National Archives and Records Service, GSA.

§ 101-11.202 Adequate and proper documentation.

§ 101-11.202-1 Statutory responsibilities.

§ 101-11.203-2 General requirements.

Positive action is to be taken to prevent the making of unnecessary records. Existing and proposed office procedures are to be subject to continuing examination by agency management with a view to determining their effect on recordmaking. Where justified, such procedures will be revised, consolidated, or eliminated to keep recordmaking to a minimum. In addition, the detailed program requirements for correspondence, reports, forms, directives management, and ADP records management set forth in the following sections of this subpart are to be observed.

§ 101-11.206 Correspondence—agency program responsibilities.

§ 101-11.206-1 Correspondence management function.

The objectives of correspondence management are to limit correspondence to essential requirements, to improve the quality of necessary correspondence, and to provide for its creation in an economical and efficient manner.

**§ 101-11.206-2 Correspondence defined.**

Correspondence is a generic term including letters, form letters, telegrams, memorandums, endorsements, summary sheets, postal cards, memo routing slips, and other written communications.

**§ 101-11.206-3 Program requirements.**

(a) Each Federal agency, in providing for effective controls over the creation of records, is expected to establish an appropriate program for the manage-

ment of agency correspondence (§ 101-11.201-1). The program will:

(1) Prescribe the types of correspondence to be used in official agency communications.

(2) Establish and implement agency standards concerning the number and kind of copies required, their distribution and purpose.

(3) Implement the correspondence standards set forth in the U.S. Government Correspondence Manual and in pertinent GSA Records Management

Handbooks, with such modifications as may be necessary for specialized agency practices.

(4) Implement the Government-wide standards issued by GSA for the procurement and use of letterheads, manifold paper, memorandum forms, and envelopes.

(5) Review, on a continuing basis, agency correspondence practices and procedures to find opportunities for improvement and simplification.

(b) Standards, guides, and instructions developed for the agency correspondence management program are to be in published form, designed for easy reference and revision. They should be readily available to those who write, review, sign, type, and file correspondence.

**§ 101-11.206-4 Program implementation.**

The following actions are generally basic to a correspondence management program:

(a) Prepare only necessary correspondence and essential copies.

(b) Use form letters to the maximum extent possible following the standards, guides, and principles set forth in the GSA Records Management Handbook, Form Letters.

(c) Employ guide letters and paragraphs where practical, following the standards, guides, and principles set forth in the GSA Records Management Handbook, Guide Letters.

(d) Originate letters that are carefully planned, easily read and understood, and responsive to the needs of the recipient by applying the standards, guides, and principles set forth in the GSA Records Management Handbook, Plain Letters.

(e) Prepare correspondence that is consistent in style and format, neat and attractive in appearance, and editorially correct by applying the standards, guides, and principles set forth in the U.S. Government Correspondence Manual.

(f) Develop and implement procedures that expedite the clearance and handling of correspondence.

(g) Provide for periodic spotchecks of agency correspondence to determine compliance with standards.